



## PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 20-2	Subject: <b>EMPLOYEE TRANSFERS</b>
Reference: DOC 1.3.4; Local #4464	Page 1 of 2
Effective Date: 06/25/01	Revision Dates: 10/04/01; 03/06/04; 08/06/09
Signature / Title: /s/ Ron Alsbury	

### I. BUREAU DIRECTIVE:

Probation & Parole Bureau employees will follow established selection procedures when requesting a transfer to a vacant position in another region or district office within the state.

### II. DEFINITIONS:

Employment Standard – Any job-related physical, intellectual, character, educational, or other characteristic used to measure an applicant's suitability for a job opening.

### III. PROCEDURES:

The posting and selection process for employees within the bargaining unit will be in compliance with Montana Federation of Probation and Parole Local #4464's collective bargaining agreement. The controlling factors in the selection of an employee for voluntary transfer within the bargaining unit and within classification series shall be based upon eligibility, seniority, qualifications and capabilities. The same posting and selection process, as well as controlling factors, will apply to those employees who are not members of the bargaining unit

#### PROCEDURE:

- A. A notice of vacancy is announced by the Department of Corrections indicating the closing date for applicants to apply and must be posted for ten (10) calendar days. Staff can only be transferred within the same job classification.
- B. A resume and letter of intent requesting transfer is submitted to the Probation & Parole (P&P) Bureau Chief. A State of Montana application is optional.
- C. Selection for transfer is based upon eligibility, seniority, qualifications and capabilities. Measurable employment standards for assessment of applicants will be designed and documented.

#### RESPONSIBILITY:

- HR Division  
P&P Bureau Chief
- P&P Employee
- HR Division  
P&P Bureau Chief

#### 1. Eligibility requirements:

- a. Employees within the bargaining unit must have completed twelve (12) months of continuous service in an assigned position number.

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- b. POII must have held current position for two (2) years.
- c. RA must have held current position for three (3) years.
- d. Exceptions can be made on a case-by-case basis for P&P Bureau's interests in meeting an operational need or for extenuating circumstances in an employee's life. Seniority, qualifications, and capabilities will be recognized and documented at time of decision.

Anyone who does not meet eligibility requirements is not prohibited from applying and competing for the desired position.

- D. Final decision notification is given to all applicants. P&P Bureau Chief
- E. Date for transfer confirmed. P&P Bureau Chief
- F. Employees chosen for transfer may use three (3) paid working days and receive mileage and per diem one way to assist with moving and expenses. Employee

#### **IV. CLOSING:**

Questions concerning this procedure shall be directed to the P&P Bureau Chief, RA or designee.